

**INVESTIGATIVE AUDITOR II
(DEPARTMENT OF JUSTICE)
DEPARTMENTAL PROMOTIONAL
STATEWIDE
CONTINUOUS FILING**



State of California
**DEPARTMENT
OF
JUSTICE**
P. O. BOX 944255
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT • AN EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE: **CONTINUOUS FILING** - Applications (Form Std. 678) will be ***continuously accepted***, no final filing date.

Applications must have an original signature. Applications postmarked, personally delivered, faxed or received via interoffice office mail **after** the cut-off date will not be accepted for any reason. Any applications received **after** the established cut-off date will be processed in the next test. All applicants must meet the education and or experience requirements by the examination cut-off date.

WHO SHOULD APPLY: Applicants must have permanent civil service appointment with the Department of Justice as of the final filing date (cut-off date) in order to take this examination.

HOW TO APPLY: Examination Applications (Form STD 678) are available at the Department of Justice Offices (www.ag.ca.gov) and may be mailed or filed in person:

Mailing Address:

Department of Justice
Testing and Selection Unit
P. O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
1300 "I" Street, 7th Floor
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE "I" STREET MAILROOM, THE 11TH FLOOR RECEPTIONIST, THE STATE PERSONNEL BOARD OR VIA INTERAGENCY MAIL.

SPECIAL TESTING ARRANGEMENTS: If you have a disability and need special testing arrangements, mark the appropriate box on the application. You will be contacted to make specific arrangements.

ELIGIBLE LIST INFORMATION: A departmental promotional eligible list will be established for the Department of Justice. Names of successful competitors will be merged into the list in order of final scores, regardless of test date. Eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. A candidate may be tested only once during any testing period.

SALARY RANGE: \$3418 - \$4155

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The following patterns may be combined proportionately, when applicable, to meet the total experience requirements.

**MINIMUM
QUALIFICATIONS:**

EITHER I

EXPERIENCE: One year of experience in the California state service performing professional auditing duties in a class equivalent in level to that of Auditor I. (Applicants meeting the educational requirements who have completed six months of service performing professional auditing duties as an Auditor I will be admitted to the examination, but must satisfactorily complete one year of this experience before they can be considered eligible for appointment.)

OR II

EXPERIENCE: Two years of investigative auditing experience equivalent in responsibility to that involved in performing less difficult professional investigative audits, with responsibility for laying out audit programs and determining the scope of work performed (Bookkeeping, clerical, accounting, preauditing, procedure checking, and system maintenance experience is not acceptable.)

AND

EDUCATION: EITHER

1. Equivalent to graduation from college, with specialization in accounting; or
2. Completion of a prescribed **professional accounting curriculum** given by a residence or correspondence school of accounting including courses in elementary and advanced accounting, auditing, cost accounting, and business law; or
3. Completion of the equivalent of 19 semester hours of course work, including 16 semester hours of **professional accounting courses** given by a collegiate-grade residence institution including courses in elementary and advanced accounting, auditing and cost accounting and three semester hours of business law. (Evidence of successful completion of the curriculum and the prescribed courses must be presented before appointment can be completed.)

Professional accounting curriculum means accounting courses and not those electives that accounting students choose in addition to the required courses when they are working to obtain a certificate: AA, or BA Degree in Accounting.

NOTE: Applicants **MUST** provide a copy of their college transcripts(s), as proof of completion of the required course work. Transcripts must be received by the final filing date (cut-off date).

**SPECIAL PERSONAL
CHARACTERISTICS:**

Ability to qualify for a fidelity bond; a willingness to travel away from the headquarters or area office; willingness to work long hours. Applicants for positions with the Bureau of Narcotic Enforcement must also possess a valid driver's license of the appropriate class issued by the Department of Motor Vehicles.

**ADDITIONAL
DESIRABLE
QUALIFICATIONS:**

In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent education beyond that required under "Minimum Qualifications", and to any prior training and experience in financial investigations.

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THE POSITION

This is the first journey level for this series where, under close direction, incumbents apply specialized laws, rules, regulations, investigative techniques and procedures required to effectively complete the audits assigned. Incumbents in the class will either (1) conduct minor audits, (2) analyze smaller or less complex financial statements, (3) prepare preliminary assessments of organizations as to the potential for noncompliance with the legal codes and laws governing the areas audited within the series, or (4) assist in larger field audits. Positions are located at various sites within the Department of Justice - Sacramento, Los Angeles, Riverside, San Diego.

**EXAMINATION
INFORMATION:**

This examination will consist of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the Minimum Qualifications and Additional Desirable Qualifications shown on the examination bulletin, even if that experience goes beyond **the seven-year limit** printed on the application. In order to obtain a portion on the eligible list, a minimum rating of 70% must be attained.

EDUCATION AND EXPERIENCE WEIGHTED - 100.00%

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis will also be on measuring competitively, relative to job demands, each competitors:

SCOPE:

Knowledge of:

1. General accounting and auditing principles and procedures and business law.

Ability to:

1. Apply accounting and auditing principles and procedures in the work performed.
 2. Plan, organize and conduct a variety of audits.
 3. Analyze data and draw sound conclusions.
 4. Analyze situations accurately and adopt an effective course of action.
 5. Prepare clear, complete and concise reports.
 6. Establish and maintain cooperative relationships with those contacted in the work.
 7. Speak and write effectively.
 8. Learn investigative techniques.
 9. Learn and understand how to analyze documents obtained from financial institutions.
 10. Learn to understand the difference between business or investments programs failing because of fraudulent activities or poor business practices.
 11. Learn and apply Federal and State laws, rules and regulations dealing with Charitable Trusts, embezzlement, tax evasion, mail fraud, bankruptcy fraud, Medi-Cal Fraud, patient abuse and drug diversion violations, mail and wire fraud, statutory Notices of Dissolution, self-dealing, mergers, sale or disposal of assets and conversion of corporate status and assets forfeitures and any other laws and rules administered by the Department of Justice.
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**VETERANS
PREFERENCE**

Veterans Preference Credits will not be granted in this examination.

CAREER CREDITS

Career Credits will not be granted in this examination.

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GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications (Form STD 678) are available at Department of Justice offices (www.ag.ca.gov), State Personnel Board Offices (www.spb.ca.gov), and local offices of the Employment Development Department (www.edd.ca.gov) .

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE
TESTING AND SELECTION UNIT
P. O. BOX 944255
SACRAMENTO, CA 94244-2550

(916) 324-5039
